



Minutes of the meeting of Rottingdean Parish Council Monday, 7 June 2021

Present; Cllr John (Chair), Cllr Levins, Cllr Fenwick, Cllr Sheppard, Cllr Lawrence, Cllr Turnbull

Chris Hayes (Parish Clerk) minutes

Public Gallery: Ken Bodfish, Mike Nixon, Ward Cllr Fishleigh

1. Apologies for absence

Councillor Mary Mears

2. Declarations of interest

None

3. Agreement of the minutes of the RPC meeting on 10 May 2021

The minutes were agreed.

4. Matters arising

(i) Action Log. The Clerk updated the meeting as follows:

1202: Two quotes for the extension of the path around the Village Pond have been obtained

0203; A revised grant application from Rottingdean Heritage is awaited pending a final quote for Notice Board fitting/refurbishment.

5. Co-options: Recommendations from Interview Panel

(i) **Cllr John (Chair)** reported that the Interview Panel had interviewed all six applicants for the Council vacancies and were recommending Mike Nixon, Nadine Fox and Chris Poole for co-option to the Parish Council. **Cllr Lawrence** moved that the recommendation should be accepted, this was seconded by **Cllr Turnbull** and agreed unanimously by a show of hands.

- (ii) **Cllr John (Chair)** said she would be in touch with the new Councillors shortly to discuss potential responsibilities and that the Clerk would discuss protocols and procedures.
- (iii) **Cllr John proposed that Cllr Turnbull** become Chair of the Natural Environment Group which was agreed.

6. Finance Update

- (i) Payments and Invoices. The Clerk asked for authorisation for the following payments

HMRC May	£ 594.82
C Hayes May Salary	£ 673.32
C Hayes Expenses (zoom)	£ 43.99 (+ £8.80VAT)
Printing (Ink Cartridges)	£ 60.40 (+ £11.73 VAT)
Peter Frost Internal Audit	£ 211.25

Total £1583.78

This was seconded by **Cllr Turnbull** and agreed unanimously

- 7. **May Accounts.** The Clerk presented the May accounts to the meeting which were approved.

8. Income and expenditure

The Clerk advised the meeting that the bank balances at the end of May were;

NatWest Current Account	£100.00
NatWest Reserve Account	£89,410.36
Unity Bank Current Account	£500.00
Unity Bank Instant Access	£17,436.15
C&C savings account	£91,411.02
Cash in Hand	£198,857.53

9. Bank Balances

The Clerk advised the meeting that the necessary forms were being completed to change signatories for the Cambridge and Counties Account which would allow him to move funds to the Unity Trust Account. This would reduce the balance to below the £85,000 limit covered by the Financial Compensation Scheme. In addition, the Clerk said he intended to pay the invoices due shortly from Urban Movement from the NatWest account that would take the balance below £85,000. The Clerk explained that the Parish still had significant reserves over and above a prudent amount to cover operational expenditure but that this was mainly accounted for by the £50,000 earmarked for the refurbishment of Park Road Toilets, £70,750 allocated to the Lower High Street project and £13,000 earmarked for phase 3 of the street lighting project.

10. Annual Governance and Accountability Return

- (i) Internal Audit Report. The Clerk presented the Internal Audit report that had endorsed the Governance and Accounting Statement. This was noted by the Council.
- (ii) Governance Statement. The Clerk took the meeting through each of the items on the Governance Statement that had been previously circulated and sought agreement to each of the assertions. Agreement was proposed by **Cllr Turnbull**, seconded by **Cllr Levins** and agreed unanimously.
- (iii) Accounting Statement. The Clerk explained that, with the agreement of the Finance Subgroup, he had chosen to present the Annual Accounting Statement in a different way from previous years. He explained that the Audit and Accounting Regulations allowed smaller authorities with a turnover of less than £200,000 pa to present their accounts on either an income and expenditure basis or a payments and receipts basis. Up to now the Parish Council had presented the accounts on an income and expenditure basis that required end year calculations to apportion income to when it was due rather than paid and expenditure to when the benefit would be gained. The Clerk proposed the current Parish Council present the figures on the much simpler payments and receipts basis for which no such apportionment was required. The Clerk then took the Council through the Accounting Statement figures noting that the figures for the year ending 2019/20 were 'restated' on a payments and receipts basis to be consistent with the 2020/21-year end figures. Agreement to the Accounting Statement was proposed by **Cllr Turnbull**, seconded by **Cllr Levins** and agreed unanimously.

11. Planning.

- (i) Cllr Sheppard took the meeting through the following planning applications considered by the Planning Consultative Group in May

BH2021/01251 "Highdown House 26 Bazehill Road Rottingdean Brighton BN2 7DB

Demolition of existing conservatory and the erection of a single storey rear extension.

Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site although were only able to view it from the road looking at the front and side of the property. The Panel considered that the demolition of the existing conservatory and erection of a single storey rear extension with alterations to the side conservatory is in keeping with the present build, proportionate to the surrounding gardens and would not impact on neighbouring properties. Rottingdean Parish Council Planning Panel did not object to this application.

BH2021/01591 Longhill School Falmer Road Rottingdean Brighton BN2 7FR

Replacement of existing timber & metal classroom windows and panels with powder coated aluminium windows and panels to Block 4 north & east elevations.

Rottingdean Parish Council's planning panel considered the documentation related to this application and made a site visit. It was considered that the replacement of existing timber & metal classroom windows and panels with powder coated aluminium windows and panels to Block 4 north & east elevations were necessary works and that the materials and design were in keeping with the existing build. Rottingdean Parish Council Planning Panel did not object to this application.

BH2021/01760 118 Dean Court Road Rottingdean Brighton BN2 7DJ

Conversion of existing garage to form habitable accommodation incorporating roof extension, front porch, revised fenestration and associated works.

Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site. The Panel considered that the conversion of the existing garage and the associated roof extension to extend the habitable space would be in keeping with the existing build, would not impact on neighbouring properties, would be proportionate to the surrounding space and would be in keeping with the mixed street scene. Rottingdean Parish Council Planning Panel did not object to this application.

BH2021/01273 41 Grand Crescent Rottingdean Brighton BN2 7GL

Roof alterations to include the raising of the ridge height, addition of front dormers and rear rooflights. Single storey rear extension with rooflights, single storey front extensions to include alterations to the front entrance, revised fenestration and associated works.

Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site making observations from the front of the property. The Panel considered that the proposed roof alterations with the addition of front dormers and a single storey rear and front extension would enhance the present building, would not overlook or unduly affect neighbouring properties and would be appropriate and in keeping with the existing varied street scene. Rottingdean Parish Council Planning Panel did not object to this application.

BH2021/01490 16 The Park Rottingdean Brighton BN2 7GQ

Erection of a single storey ground floor front bay window extension and installation of 4no rooflights.

Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site. The Panel considered that the erection of a single storey bay window extension would be in keeping with the existing build, would not go significantly beyond the front line of other neighbouring properties or overlook neighbouring properties. Rottingdean Parish Council Planning Panel did not object to this application.

BH2021/01334 Gate Cottage Bazehill Road Rottingdean Brighton BN2 7DB

Erection of single storey rear extension

Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site. The Panel considered that the erection of a single storey rear extension would be in keeping with the present build, would not impact on neighbouring properties and would serve to enhance the present facilities provided by this establishment. Rottingdean Parish Council Planning Panel did not object to this application.

BH2021/01755 28 Eley Drive Rottingdean Brighton BN2 7FH

Erection of single storey rear extension with rooflight and revised fenestration.

Rottingdean Parish Council's planning panel considered the documentation related to this application. The Panel considered that the erection of a single storey rear extension with rooflight and revised fenestration would make good use of the existing shed and conservatory footprint, would be in keeping with the exiting build and would not overlook neighbouring properties or impact in any way on the present building lines. Rottingdean Parish Council Planning Panel did not object to this application.

(ii) Planning Consultative Group. Cllr Sheppard advised the meeting that:

- i. St Margaret's Church had submitted a pre-planning application to BHCC which involved changing the cottage into a habitable house and building 3 smaller houses in the cottage grounds. **Cllr Sheppard** said that they had asked the Parish Council for their thoughts and views and the planning team would be meeting church representatives in the coming week.
- ii. Following a meeting of the Planning Panel, it was decided that the Parish Clerk would look at the practicalities of posting the RPC planning register on the website. Additionally, the Panel were in the process of revising the planning policy which would then be taken to the Governance Group and Council.
- iii. Beginning the following month, the Planning Panel would be at the Whiteway Centre between 7-7.30pm before the full council meetings to talk to members of the public who wished to discuss a current planning application.

12. Advisory Group Meeting Updates

- (i) Strategy and Communications
 - i. Update on Neighbourhood Plan. **Cllr John (Chair)** advised the meeting that the working group had split into two sub-groups, one looking at the responses and grouping them as to those to be noted and those to be actioned. The other was working on the Consultation Statement that required documentation of all consultation undertaken about the plan with residents of the Parish and other consultees. **Cllr John (Chair)** said some revisions to

the Plan may be needed and she had contacted Faye Carre who had agreed to support this work.

ii. Lower High Street. **Cllr Turnbull** advised the meeting that the Working group had met and agreed the following:

- changes to the project organisation with the Parish Council retaining strong ownership and the Project Board becoming more of a steering group. In addition, the group would take on the management of the detail and within the working group, responsibilities were more clearly defined. The arrangements would be agreed with the Project Board and brought back to the Council for ratification.
- As the initial consultation with the Stakeholder Group had not picked up all the local businesses or reached all local residents in the Lower High Street, a further Zoom session was being planned. The remainder of the local businesses would be invited. In addition, a letter seeking views on the future of the Lower High Street would be sent to residents of St Margaret's' and Highcliff Court.
- The next steps of the project would be to:
 - o Bring the concept design to the next Council meeting.
 - o Agree the concept design with the Project Board in mid-July
 - o Design a set of wider consultation measures that would include publicity via social media, leaflets and events.
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- **Cllr Turnbull** said he would ensure that Brighton and Hove City Council (BHCC) officials and Councillors were kept up to date with progress. In addition, he was to meet with Paul Dodd from Urban Movement to discuss the deliverables they had been commissioned to provide. An initial design approach had been outlined and Urban Movement were working on further options.

ii. Park Road Toilets. The Clerk advised that he had been contacted by Toby Nugent from the City Council and informed that an additional £3821 plus VAT was required to move the electrical mains to the outside of the building. The City Council were willing to fund half of the amount which left £1910 plus VAT for the Parish Council to fund. The provision of additional funding of £1910 plus VAT was agreed in principle. Cllr Fishleigh undertook to check whether government speculation about changes to toilet specifications had any implications for facilities within the City Council area.

(ii) Village Community

i. Clean Air Day. **Cllr Fenwick** advised the group that Clean Air Day was planned for the 17 June. The aim was to tell village residents what they could do to support cleaner air. However, the lack of certainty about what Covid 19 restrictions would be in place at this point meant it was difficult to plan activities. It was agreed to plan a digital campaign via social media and the Parish Council website. **Cllr Lawrence** wondered if motorists could be encouraged to turn their

engines off whilst waiting near the planter. The following points were made in discussion.

- Turning off engines is something that motorists could be asked to do although this would require much wider publicity, for example an article in the Deans magazine, as most vehicles were passing through the village.
 - It was difficult to expect motorists to turn off their engines close to the planter as they would be waiting for a gap in the oncoming traffic to move up the High Street.
 - There was concern about the pollution resulting from cars waiting at the planter and safety of pedestrians given the increase in traffic on Steyning Road but it was important to wait for the data.
- ii. Notice Boards. **Cllr Turnbull** advised the meeting that he had drawn up a specification for the fitting of the new village notice boards that VCAG would consider at their next meeting.
- iii. Kipling Gardens. **Cllr Lawrence** said the Parish Council had been approached from a number of people about closing the gardens in the evening because of littering. Although some litter had been seen, this was not extensive and Cllr Lawrence thought it best to continue to work closely with the Gardener on maintenance issues and aim to keep the Gardens open. **Cllr John (Chair)** reminded the meeting that Kipling Gardens was not the responsibility of the Parish Council and the gardens had been left open following the withdrawal by BHCC of someone to lock and unlock the gates.

(iii) Natural Environment

- i. Beacon Hill. **Cllr John (Chair)** reported that a meeting had taken place on Beacon Hill with representatives of people who had petitioned against the proposed new fencing and Councillors and officials from BHCC. It was made clear that a permanent continuous fence was not planned around the Reserve but a combination of fencing and temporary barriers across access routes into and out of the Reserve. BHCC officers are to prepare a report for the next meeting of Environment Transport and Sustainability Committee.
- ii. Undercroft. **Cllr Turnbull** said that the PARC project to upgrade the Undercroft was about to begin which included a new 'Welcome to Rottingdean' banner that the Parish Council had agreed in principle to provide up to £2000 towards. It was agreed that the Clerk should issue a grant application form to Cathy Taylor at PARC.

Action: Clerk to send a grant application form to PARC

- iii. City Downland Estate Plan **Cllr Turnbull** advised the meeting that the next step was for BHCC to publish a vision that would form the basis of their Downland Estate Plan. **Cllr Turnbull** said, as the Parish Council were a statutory consultee, he would consider the plan and provide advice to the Council prior to the stakeholder consultation that was to take place in the Autumn.

- iv. Heritage Trail. **Cllr Turnbull** said that he had learned from Rottingdean Heritage that although they aim to set up new heritage trails around the village, for the moment they aim to reprint the existing trail. **Cllr Turnbull** said that Rottingdean Heritage have committed to work with the Parish Council on de-cluttering of the signage around the Village.

(iv) Built Environment. In addition to the note circulated, **Cllr Sheppard** reported that:

- i. The Council has been assured that the flint wall on the Lower High Street which had been awaiting repair since Feb 2020 due to an insurance claim would be repaired within the next 2 months.
- ii. The final phase of the street lighting project was discussed on site with Cllrs Sheppard and Turnbull and with the BHCC Street lighting manager. It was agreed that there were 20 streetlights that needed work ranging from a simple paint to total replacement. The estimated cost to RPC was £14,564 which was £1,564 over the planned budget but there was a previous underspend of £2,000 from the previous phase. The street lighting manager said that prices might have increased during the past 6 months and he would be providing more accurate prices within the next few weeks.
- iii. The land owners of the Post Sorting Office in Nevill Road had not given permission for RPC to install a bike rack but had set up a contract for the pruning of the tree in the front yard.
- iv. Following a resident's concern of shop displays impacting on footways, RPC sought clarification from the BHCC Street Licensing Team and had been reassured that the matter was in order and the resident had subsequently been informed.
- v. The defibrillator cabinet required replacement. Estimated cost for replacement and installation was approx. £700. It was agreed that this should go ahead.
- vi. Local residents had offered to fund a bench on the corner of Northfield Rise and Dean Court Road which RPC had facilitated in agreement with the BHCC bench team and Highways.
- vii. The landlord of the Plough had offered to place 4 – 6 picnic tables near the pond on the village green. Whilst this was a generous offer, it was decided after careful consideration that it would be unsuitable in this very sensitive location. Rottingdean Heritage Society were also consulted, and they were of the same view.
- viii. A streetlight in Meadow Close had been reported as being out of action and had been repaired within 3 days. The residents had thanked RPC for their assistance.
- ix. The Headteacher of St Margaret's School had requested that a litter bin in Whiteway Lane near the entrance to St Margaret's School be moved further east due to it being used for the disposal of dog waste. RPC had contacted BHCC.
- x. BHCC were very likely to extend their Ultra Low Emissions Zone both geographically and in terms of categories of vehicles covered. It was agreed that RPC should publicise this to enable local residents to make informed choices on future vehicle use.
- xi. **Cllr Levins** reported that the twitten between Steyning Road and the A259 was becoming overgrown and increasingly difficult to access. The Parish

Clerk would contact the site manager at St Aubyns to request that this was rectified.

Action: Parish Clerk to contact the St Aubyns site manager about the Twitten

The meeting closed at 20.54. The Next meeting is on 5 July 2021

Chris Hayes, Parish Clerk

June 2021